

Retention and Classification Report

Agency: Orem (Utah) (3301)

56 North State Street
Orem, UT 84057
801-229-7035

Records Officer Donna Weaver

27059 Employee driving records

AGENCY: Orem (Utah)

SERIES: 27059

1

TITLE: Employee driving records

DATES: 2005-

ARRANGEMENT: Alphabetical by surname and thereunder chronological by year.

DESCRIPTION:

The city collects these records to verify that employees who drive city-owned vehicles are in good standing and have valid drivers licenses. Information includes Department of Motor Vehicles driving records, driver's license numbers and addresses.

RETENTION:

Retain 1 year after administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after administrative need ends and then destroy.

APPRAISAL:

Administrative

AGENCY: Orem (Utah)

SERIES: 27059

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(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)(f)